



How to Itemize a Hotel Expenses with Multiple Room Rates on the Same Stay

- Import the *Smart Expense* and open the Expense or Enter the Expense manually when there is no matching TTE Reservation.
 - If the expense was not imported as a *Smart Expense*, uncheck the **Travel Allowance** box and enter an explanation in the **Comment** box.
- Enter the total amount from the Hotel Receipt in the Amount field.
- Update any required fields necessary
- Click on **Itemize**.

New Expense Receipt Store

Expense Type: **Hotel** Transaction Date: **03/18/2014** Purpose of Trip: **Normal Weekly Travel**

Vendor: **Ocean Hotel** City: **Savannah, Georgia** Payment Type: **Out of Pocket**

Amount: **390.00** USD ☐ Travel Allowance Trip Type: **In-State Travel**


Comment: **Conference; room rate not in TTE**

Itemize **Attach Receipt** **Cancel**

- Enter either the **Number of Nights** you stayed or the **Check-in Date**
- Enter **Recurring Charges**:

NOTE: In our example the total Hotel Expense was \$390 with two nights at a \$100 Room Rate, Sales Tax at \$10 and Occupancy Tax at \$5 and the last night was at a Room Rate of \$125, Sales Tax at \$12 and Occupancy Tax of \$5.

- Enter the **Room Rate** that was for the majority of the nights of your stay
- Enter the **Room Tax** (Sales Tax) that was for the majority of the nights of your stay
- Enter any **Occupancy Tax** in the **Additional Charges** section
- Click **Save Itemizations**.



Itemization

Total Amount: \$390.00 | Itemized: \$345.00 | Remaining: \$45.00

Expense Type: Transaction Date: Purpose of Trip:

Vendor: City: Payment Type:

Amount: ☐ Personal Expense (do not reimburse) ☐ Travel Allowance

Trip Type: Comment:

- Enter the correct **Room Rate** for that night.
- Click **Save**
- Select any other line items, such as **Room Tax** and or **Occupancy Tax**, for that date and make the corrections the same ways as done for the Hotel Room.
- Repeat the same process of selecting the **Hotel**, **Room Tax**, **Occupancy Tax** and any other nightly recurring items that need a different rate on one or more days of your stay.
- If the **Remaining Balance** is not zero you will need to choose an **Expense Type** and register it. These expenses would be one time charges and not a nightly fee.

Exceptions

Expense	Date	Amount	Exception
Hotel	03/18/2014	\$390.00	The itemization amounts do not add up to the expense amount.

Expenses

Date	Expense	Amount	Requested
03/18/2014	Hotel Ocean Hotel, Savan	\$390.00	\$372.00

Adding New Itemization

Date	Expense	Amount	Requested
<input type="checkbox"/>	03/15/2014	Hotel	\$100.00
<input type="checkbox"/>	03/15/2014	Hotel Tax	\$10.00
<input type="checkbox"/>	03/15/2014	Occupancy Tax	\$5.00
<input type="checkbox"/>	03/16/2014	Hotel	\$100.00
<input type="checkbox"/>	03/16/2014	Hotel Tax	\$10.00
<input type="checkbox"/>	03/16/2014	Occupancy Tax	\$5.00
<input type="checkbox"/>	03/17/2014	Hotel	\$125.00
<input type="checkbox"/>	03/17/2014	Hotel Tax	\$12.00
<input type="checkbox"/>	03/17/2014	Occupancy Tax	\$5.00

New Itemization

Total Amount: \$390.00 | Itemized: \$372.00 | Remaining: \$18.00

Expense Type:

- Click on the arrow in the **Expense Type** field and select the expense type you need to add charges for. For this example, we are using **Parking** and charging the \$18.00 Remaining Balance to that Expense. However, you can distribute the remaining balance to as many Expense Types as required.
- Click **Save**

New Itemization

Total Amount: \$390.00 | Itemized: \$372.00 | Remaining: \$18.00

Expense Type: **Parking** | Transaction Date: **03/18/2014** | Purpose of Trip: **Normal Weekly Travel**

Vendor Name: **Ocean Hotel** | City: **Savannah, Georgia** | Payment Type: **Out of Pocket**

Amount: **\$18.00** | USD | ☐ Personal Expense (do not reimburse) | Trip Type: **In-State Travel**

Comment:

Save **Cancel**

- When the total amount of the Hotel Expense originally entered is completely itemized, any Exceptions will clear and the expense entry is finished.

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Expenses

	Date	Expense	Amount	Requested
Adding New Expense				
<input checked="" type="checkbox"/>	03/18/2014	Hotel Ocean Hotel, Savan	\$390.00	\$390.00
<input type="checkbox"/>	03/15/2014	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	03/15/2014	Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	03/15/2014	Occupancy Tax	\$5.00	\$5.00
<input type="checkbox"/>	03/16/2014	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	03/16/2014	Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	03/16/2014	Occupancy Tax	\$5.00	\$5.00
<input type="checkbox"/>	03/17/2014	Hotel	\$125.00	\$125.00
<input type="checkbox"/>	03/17/2014	Hotel Tax	\$12.00	\$12.00
<input type="checkbox"/>	03/17/2014	Occupancy Tax	\$5.00	\$5.00
<input type="checkbox"/>	03/18/2014	Parking	\$18.00	\$18.00